

**Application-Form for Promotion under Career Advancement Scheme of the UGC RSP-2006 (Teachers and other Academic Staff of the University)**

***(To be submitted in Quadruplicate)***

|  |  |
| --- | --- |
| **Assistant Professor Rs.15600-39100 + AGP Rs. 7,000/-** |  |
| **Assistant Professor Rs.15600-39100 + AGP Rs. 8,000/-** |  |
| **Associate Professor Rs.37400-67000 + AGP Rs. 9,000/-** |  |
| **Professor Rs.37400-67000 + AGP Rs.10,000/-** |  |

***(Please tick whichever is applicable)***

**PART A : GENERAL INFORMATION AND ACADEMIC BACKGROUND**

|  |  |  |
| --- | --- | --- |
|  | **Name in full** (Block Letters) |  |
|  | **Father’s Name** |  |
|  | **Mother’s Name** |  |
|  | **Department & College** |  |
|  | **Date of appointment as** |  |
|  | **a) Assistant Professor** |  |
|  | **b) Assistant Professor (Senior Scale/**  **AGP 7000/-)** |  |
|  | **c) Assistant Professor (Selection Grade/**  **AGP 8000/-)** |  |
|  | **d) Associate Professor** |  |
|  | **Current Designation & Academic Grade Pay (AGP)** |  |
|  | **Date of Last Promotion** |  |
|  | **Which position and Academic Grade Pay are you an applicant under CAS?** |  |
|  | **Date of Eligibility for promotion as** |  |
|  | **a) Assistant Professor**  **Rs.15600-39100 + AGP Rs. 7,000/-** |  |
|  | **b) Assistant Professor**  **Rs.15600-39100 + AGP Rs. 8,000/-** |  |
|  | **c) Associate Professor**  **Rs.37400-67000 + AGP Rs. 9,000/-** |  |
|  | **d) Professor**  **Rs.37400-67000 + AGP Rs.10,000/-** |  |
|  | **Date of Birth** |  |
|  | **Place of Birth** |  |
|  | **Gender (Male/Female)** |  |
|  | **Marital Status** |  |
|  | **Nationality** |  |
|  | **Whether belongs to OC/SC/ST/BC(A,B,C,D,E) category and indicate the Sub-Caste** |  |
|  | **Address for correspondence (with Pin code)** |  |
|  | **Permanent Address (with Pin code)** |  |
|  | **Phone Numbers** | Mobile :  Land : |
|  | **Email** |  |

1. **Academic Qualifications (copies of certificates to be enclosed) :**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Examination / Degree | Name of the Board/University | Month & year of award of the degree | Division | % of Marks |
| SSC |  |  |  |  |
| Intermediate |  |  |  |  |
| Under Graduate |  |  |  |  |
| Post-Graduate |  |  |  |  |
| Other Examinations, if any |  |  |  |  |

1. **Research Degree(s) (copies of certificates to be enclosed) :**

|  |  |  |  |
| --- | --- | --- | --- |
| Degree | Title | Date and Year of Award | University |
| M.Phil. |  |  |  |
| Ph.D./D.Phil. |  |  |  |
| D.Sc./D.Litt. |  |  |  |

1. **Appointments held prior to joining in the Kakatiya University**

***(Please enclose copies of (a) Appointment; (b) Relieving Order; (c) Proceedings of the Selection Committee and (d) Service Certificate)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Designation | Name of Employer | Date of | | Salary with Grade | Reason of leaving |
| Joining | Leaving |
|  |  |  |  |  |  |

1. **Posts held after appointment in the Kakatiya University**

***(Please enclose copies of the orders)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Designation | Department | Date of actual joining | | Grade |
| From | To |
|  |  |  |  |  |
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1. **Period of Teaching experience in years**

|  |  |
| --- | --- |
| **P.G. Classes** |  |
| **U.G. Classes** |  |

1. **Research Experience in years :**

**(excluding years spent in M.Phil./Ph.D.)**

1. **Fields of Specialization under the Subject / Discipline**

**(a)**

**(b)**

1. **Academic Staff College Orientation/Refresher Courses attended**

***(Please enclose the copies of the courses attended)***

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the Course / Summer School | Place | Duration | Sponsoring Agency |
|  |  |  |  |
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**PART B : ACADEMIC PERFORMANCE INDICATORS**

***(Please see detailed instructions of the PBAS proforma before filling out this Section)***

**CATEGORY : I. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITES**

(**NOTE:** Applicants must submit documentary evidence in support of each of the claim)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Category | Nature of Activity | **Assistant Professor** | | **Associate Professor** | | **Professor** | | **API Score verified by**  **screening**  **committee** *(for official use)* |
| Max.  Score | Actual Score | Max.  Score | Actual Score | Max.  Score | Actual Score |
| I | 1. Direct Teaching | 70 | Actual hours spent per academic year ÷ 7.5 | 60 | Actual hours spent per academic year ÷ 7.75 | 60 | Actual hours spent per academic year ÷ 7.75 |  |
|  | b. Examination duties (Question paper setting, Invigilation, Evaluation of answer scripts) as per allotment | 20 | Actual hours spent per academic year ÷ 10 | 20 | Actual hours spent per academic year ÷ 10 | 10 | Actual hours spent per academic year ÷ 10 |  |
|  | c. Innovating Teaching – learning methodologies, updating of subject contents/courses, mentoring etc. | 10 | Actual hours spent per academic year ÷ 10 | 15 | Actual hours spent per academic year ÷ 10 | 20 | Actual hours spent per academic year ÷ 10 |  |

**Note:**

1. Direct Teaching 16/14/14 hours per week include the Lectures/Tutorials /Practicals /Project Supervision / Field Work.
2. University may prescribe minimum cut-off, say 75%, below which no scores may be assigned in these sub-categories.
3. In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or required assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

**CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Cate-gory II | Nature of Activity | Maximum API Score | Actual score | **API Score verified by**  **screening**  **committee** *(for official use)* |
| a | Student related co-curricular, extension and field based activities,  (i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.)  (ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.)  (iii) Extension and dissemination activities (public / popular/ lectures / talks/ seminars etc.) | 15 | Actual hours spent per academic year ÷ 10 |  |
| b | Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.  (i) Administrative responsibility (including as Dean/ Principal / Chairperson / Convener / Teacher-in/charge / similar other duties that require regular office hrs for its discharge)  (ii) Participation in Board of Studies, Academic and Administrative Committees | 15 | Actual hours spent per academic year ÷ 10 |  |
| c | Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses, dissemination and general articles and any other contribution) | 15 | Actual hours spent per academic year ÷ 10 |  |

**CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Category | Activity | Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences | Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical Education / Management | | Maximum score for University / College teacher\* | **API Score verified by**  **screening**  **committee** *(for official use)* |
| III (A) | Research Papers published in: | Refereed Journals as notified by the UGC# | Refereed Journals as notified by the UGC# | | 25 per Publication |  |
| Other Reputed Journals as notified by the UGC# | Other Reputed Journals as notified by the UGC# | | 10 per Publication |  |
| III (B) | Publications other than journal articles (books, chapters in books) | Text/Reference, Books published by International Publishers, with ISBN/ ISSN number as approved by the University and posted on its website. The List will be intimated to UGC. | Text/Reference Books, published by International Publishers, with ISBN/ ISSN number as approved by the University and posted on its website. The List will be intimated to UGC | | 30 per Book for Single Author |  |
| Subject Books, published by National level publishers, with ISBN/ ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC. | Subject Books, published by National level publishers, with ISBN/ ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC | | 20 per Book for Single Author |  |
| Subject Books, published by Other local publishers, with ISBN / ISSN number as approved by the University and posted on its website. The List will be intimated to UGC. | Subject Books, Published by the Other local publishers, with ISBN/ ISSN number as approved by the University and posted on its website. The List will be intimated to UGC. | | 15 per Book for Single Author |  |
| Chapters in Books, published by National and International level publishers, with ISBN/ ISSN number as approved by the University and posted on its website. The List will be intimated to UGC. | Chapters in Books, published by National and International level publishers, with ISBN/ ISSN number as approved by the University and posted on its website. The List will be intimated to UGC. | | International- 10 per Chapter  National-5 per Chapter |  |
| III (C) | **RESEARCH PROJECTS** | | | | |  |
| III (C) (i) | Sponsored Projects | (a) Major Projects with grants above Rs. 30 lakhs | | Major Projects with grants above Rs. 5 lakhs | 20 per Project |  |
| (b) Major Projects with grants above Rs. 5 lakhs up to Rs. 30 lakhs | | Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs | 15 per Project |  |
| (c) Minor Projects with grants above Rs. 1 lakh up to Rs. 5 lakhs | | Minor Projects with grants above Rs. 1 lakh up to Rs. 3 lakhs | 10 per Project |  |
| III (C) (ii) | Consultancy Projects | Amount mobilized with a minimum of Rs. 10 lakhs | | Amount mobilized with a minimum of Rs. 2 lakhs | 10 for every Rs. 10 lakhs and Rs. 2 lakhs respectively |  |
| III (C) (iii) | Projects Outcome / Outputs | Patent / Technology transfer / Product / Process | | Major Policy document prepared for international bodies like WHO/UNO/ UNESCO /UNICEF etc. Central / State Govt / Local Bodies | 30 for each International / 20 for each national level output or patent  Major policy document of International bodies-30  Central Government – 20  State Govt – 10  Local bodies – 5 |  |
| III (D) | **RESEARCH GUIDANCE** | | | | |  |
| III (D) (i) | M.Phil. | Degree awarded | | Degree awarded | 5 per candidate |  |
| III (D) (ii) | Ph.D. | Degree awarded / Thesis submitted | | Degree awarded / Thesis submitted | 15/10 per candidate |  |
| III E | Fellowships, Awards and Invited lectures delivered in conferences / seminars | | | | |  |
| III (E) (i) | Fellowships / Awards | International Award / Fellowship from academic bodies | | International Award / Fellowship from academic bodies / associations | 15 per Award / 15 per Fellowship |  |
| National Award / Fellowship from academic bodies | | National Award / Fellowship from academic bodies / associations | 10 per Award / 10 per Fellowship |  |
| State / University level Award from academic bodies | | State / University level Award from academic bodies / associations | 5 per Award |  |
| III E (ii) | Invited lectures / papers | International | | International | 7 per lecture/ 5 per paper presented |  |
| National level | | National level | 5 per lecture/ 3 per paper presented |  |
| State / University level | | State / University level | 3 per lecture/ 2 per paper presented |  |
| The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period | | | | |  |
| III (F) | Development of e-learning delivery process / material | | | | 10 per module |  |

**\*** Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 – by 5 points: (ii) papers with impact factor between 1 and 2 by 10 points: (iii) papers with impact factor between 2 and 5 by 15 points: (iv) papers with impact factor between 5 and 10 by 20 points: (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: of the total score for the relevant category of publication by the concerned teacher, the First and Principal / Corresponding author / Supervisor / Mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

**#** The University shall identify the journals subject-wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journals approved from this list, by the UGC Standing Committee, shall be included in the “List of Journals” notified by the UGC. The UGC Standing Committee shall give its recommendations within 60 working days of the receipt of the list from the University. The UGC Standing Committee may also, suo-moto, recommend journals for inclusion in the “List of Journals”. The clause 6.0.5 (i) will be strictly followed by the University.

Place **Signature of the Applicant**

Date : **Name :**

**Designation :**

**Countersigned by**

**the forwarding authority of the**

**Institution with**